



SCHOOL *for the* Deaf & Blind

giving kids the building blocks to independence

3911 CENTRAL AVENUE
Great Falls, Montana 59405
406.771.6000 V/TTY
406.771.6164 FAX
www.msdb.mt.gov

DEPARTMENT: Montana School for the Deaf and the Blind

DIVISION: Education/Residential

DATE POSTED: December 18, 2007

JOB TITLE: Substitute Life Guard

STARTING SALARY: \$8.17 per hour

START DATE: January 7, 2008

LOCATION OF JOB: Montana School for the Deaf and the Blind

SUPPLEMENT REQUIRED: No

STATUS: Substitute

PAY BAND: 2

POSITION NUMBER: 51398400

BARGAINING UNIT:

CLOSING DATE: January 4, 2008

TYPICAL DUTIES:

- Open swimming pool area on time
- Test the water and chemical solution twice during the school day. (Times to be determined by the individual's schedule.)
- Keep a daily log of water tests and/or problems associated with the pool and report said problems to the facility manager or principal as soon as possible
- Responsible for the upkeep and general maintenance of the pool area and locker rooms including the daily washing and drying of towels needed for the swimming program
- Responsible to insure the safety of the student's while in the pool deck, locker areas by enforcing the area rules as posted in the pool area
- Request to the athletic director the need to replace equipment needed in the swimming program

Misc. Duties:

- Responsible for the inventory and replacement of locks as well as the list of student lockers in the locker rooms
- Be available for assignment on work related day such as play days and special events
- Familiar with the phone system, the secretaries of the academic building and the infirmary staff
- Other duties/tasks as assigned

QUALIFICATIONS: Must be able to communicate with staff and students. Signing skills are highly recommended. Must be able to get along with a variety of personalities, be pleasant and courteous. Must have a positive attitude and a serious amount of self discipline. Must be able to work effectively without constant supervision. Must be reliable and dependable at all times.

Must have, without question, the highest ethics to work and relationships, understanding the difference between an employee and a student.

EDUCATION AND EXPERIENCE: Experience not required but preferred. Must possess Red Cross Training and Certifications in Life Guarding and Water Safety Instruction.

REASONABLE ACCOMMODATIONS: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact SCHOOL FOR THE DEAF & BLIND using the information provided above. TTY users may call the TTY number if available or use the relay service by dialing 711-253-4091.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States passport, a Permanent Resident Card or an Alien Registration Card (Green Card).

ADDITIONAL REQUIREMENTS: MSDB is a non-smoking environment extending to the entire campus: there are no authorized smoking areas and smoke breaks are not given. All successful candidates must possess a Montana Drivers License; submit to a background check, which includes a criminal record review, and must not possess any felony or DUI convictions. It is the policy of the Board that any finalist for hire shall submit to a finger-print based national criminal history background check conducted by the FBI prior to recommendation for hire. Additionally, an "Applicant Release Form" must be completed and signed as part of the application.

APPLICATION AND SELECTION PROCESS: Selection procedures to be used in evaluating applicant's qualifications include an evaluation of the Montana State Application form, application supplement, interview, and reference checks. **Late, incomplete or unsigned applications will be rejected.**

Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, revised 5/03). Portions of the application may be photocopied if legible.
2. Letters of reference from previous three employers (3 letters of reference).
3. Applicants claiming the Handicapped Person's Employment Preference must provide verification of eligibility with the application materials by the closing date. The required documentation includes a completed Department of Public Health and Human Services (DPHHS) Certification of Disability form.
4. Signed and dated Applicant Release of Information form.

APPLICATION DEADLINE: Applications may be returned to the Great Falls Job Service or to the Montana School for the Deaf and the Blind by **January 4, 2008**.

The Montana School for the Deaf and the Blind is an Affirmative Action/Equal Opportunity Employer (EOE). MSDB will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, union membership or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Students, parents, employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact the School Compliance Officer and Title IX/EEO Coordinator, Montana School for the Deaf and Blind, 3911 Central Avenue, Great Falls, Montana 59405. Phone (406) 771-6000.